

OBTAINING A CERTIFIED COPY OF A DEATH RECORD

You may obtain, in person or by mail, a certified copy of a death record from the City Clerk's Office at the following address:

City Clerk's Office
Lowell City Hall, Room 31
375 Merrimack Street
Lowell, MA 01852
(978) 970-4161
www.lowellma.gov

The City Clerk's Office provides certified copies of death records Monday-Friday, 8:00AM-5:00PM.

The fee is \$5.00 for a certified copy of a death record. The City accepts checks or money orders only by mail, and checks, money orders or cash in person. Checks should be made payable to "City of Lowell."

For requests in person at the City Clerk's Office, bring the following information with you:

- the name of the deceased
- the date of death
- the parents of the decedent

For requests by mail, submit the following information:

The name of the deceased_____

Your date of death_____

Your parents of the decedent_____

Your phone number (so we can contact you if necessary)_____

Include a self-addressed stamped envelope and mail this form with the appropriate fee (check or money order) to the address above.